



# NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY BOARD OF GOVERNORS

## BOARD MEETING MINUTES

Tuesday, September 24, 2024

4:00 – 7:00 pm

Governor's Boardroom T811 / MS Office Teams

Attendance		
<b>Board Members</b>	Paul Verhesen Dan Brown Laura Jo Gunter Andy Neigel Kris Mauthe Yasmin Jivraj Lorraine Royer PS Sidhu Linda Palladino Rachel Smith Ruth Mulholland Don Cameron Dr. Jean Paul Provost Marina Bruno Kristian Williams Danielle Libano Jason Pincock	Campus Development Committee Chair Public Member President and CEO Governance Committee Chair Finance Committee Chair Board Chair (ex-officio) Public Member (Remote) Public Member (Remote) Human Resources Committee Chair Public Member (Remote) AUPE Representative (Remote) Public Member (Remote) NASA Representative NAITSA Representative Board Vice Chair (Remote) Student Board Member Public Member
<b>Regrets</b>		
<b>Resources</b>	Jean-François Bouffard Shawn McMillan Peter Leclair Gerard Hayes Clayton Davis Theresa Garskey	Chief of Staff and Director of Strategy Interim CFO and VP Administration VP Academic VP Student and Campus Life Associate VP of Human Resources Recorder
<b>Guests</b>	Steven Chattargoon Mark Schneider Jodi Edmunds Arden Kobewka Danielle Brown Gail Kelly	Chair of Digital Media and IT Program Director – LMS transition Director of Employee and Labour Relations Associate Vice President of Finance and Corporate Services Director of Communications Director of Government Relations

---

**1 IN-CAMERA SESSION WITH BOARD MEMBERS ONLY PRIOR TO CALLING THE MEETING TO ORDER**

Moved by Yasmin Jivraj that the Board move to an in-camera session.

Moved Linda Palladino that the Board exit the in-camera session.

**2 CALL TO ORDER AND APPROVAL OF AGENDA**

**2.1 Board Chair's Welcome**

Yasmin offered welcoming remarks and a review of the flow for the evening.

**2.2 Introductions to new members**

**2.2.1** Rachel Smith

**2.2.2** Danielle Libunao

**2.3 Approval of the Agenda**

Moved by Paul Verhesen that the agenda be approved as presented.

Seconded and Carried

**Declaration of Conflict(s) of Interest for Board Members for agenda items**

Ruth Mullholand indicated her conflict in relation to item **10.1 – Bargaining update.**

Dr. Jean Paul Provost indicated his conflict in relation to item **10.1 – Bargaining update.**

Laura Jo Gunter indicated her conflict in relation to item **10.2 – President Contract update.**

**3 NAIT SHOWCASE**

**3.1 Registrar's Office 101 – Jennifer Crothers, Associate Vice President and Registrar**

Jennifer Crothers provided the Board with a presentation introducing the Office of the Registrar and Student Progression as well as outlining the work done in the registrar's office to meet OKRs in registration processing speed. She walked the Board through the funnel from attracting students to enrolment. With the new enrolment tools NAIT has implemented, these new efficiencies allow NAIT to process applications in less than 24 hours and with 94% accuracy. This offers NAIT a competitive advantage, as the leader of application processing times with in the post-secondary landscape.

Questions were raised regarding trends NAIT should be aware of relating to the student population, more specifically, how the new international changes and credit programming may impact enrolment. NAIT continues to work on strengthening student retention as one measure to assist with these environmental changes.

## 4 BOARD STRATEGY ENGAGEMENT

### 4.1 2025/2026 OKRs

Jean Francois shared the updated six objectives or organizational key results (OKR) for the upcoming academic year. These OKR's were enhanced to be more directionally aligned to NAIT's mission, vision and strategy. Overall, there will be fewer key results this year centered around 6 high level objectives.

The Board made suggestions in creating a clearer definition around a few of the suggested OKR's, which may allow for better measurement and ultimately, better outcomes.

The proposed OKR's will be presented back to the Board at the December meeting for approval.

## 5 PRESIDENT'S UPDATE

### 5.1 Consolidated Executive Management Report to the Board

**Moved by Andy Neigel that the Executive Management Report be accepted for information.**

**Seconded and Carried**

## 6 CONSENT AGENDA

### 6.1 Accepting Minutes and Receiving Committee Reports:

The following will be approved by consent agenda unless there is a request to move an item or items to New Business.

**6.1.1** Approval of the Minutes of the Board of Governors for the Meeting held on May 28, 2024

**6.1.2** Approval of the Minutes of the Board of Governors for the Meeting held on July 24, 2024

**6.1.3** Academic Council – Minutes of the Meeting on September 9th, 2024

**6.1.4** Campus Development Committee - Minutes of the Meeting on Sept 3, 2024

**6.1.5** Board Executive Committee – Minutes of the Meeting on August 28, 2024

**6.1.6** Audit Committee - Minutes of the Meeting on Sept 11, 2024

**6.1.7** Finance Committee - Minutes of the Meeting on Sept 11, 2024

**6.1.8** Governance Committee - Minutes of the Meeting on Sept 5, 2024

**6.1.9** Human Resources Committee - Minutes of the Meeting on Sept 4, 2024

**6.1.10** Industry and Community Engagement Committee – Minutes of the Meeting on August 27, 2024

**6.1.11** Advanced Skills Centre Committee – Minutes of the Meeting September 6<sup>th</sup>, 2024

**Moved by Jean Paul Provost that the Consent Agenda items be approved as presented.**

**Seconded and Carried**

**7 BUSINESS ARISING FROM PREVIOUS MEETING**

**8 NEW BUSINESS**

**8.1 Strategic Plan Update – OKR's – Yasmin Jivraj, Laura Jo Gunter with JF Bouffard**

The 2024/2025 Fiscal year OKR progress was presented. The Board was interested to learn how NAIT is currently measuring or tracking the progress on these OKR's. The current tools being used offer limited descriptions around the status, allowing only for: working on, completed, or not completed. NAIT will be introducing a new purpose built OKR measurement tool for next fiscal (Microsoft Viva Goals).

Discussions occurred on how NAIT is collecting feedback on D2L, ensuring the smooth transition and any challenges are noted.

Vacation liability was also discussed, with questions from the Board as to how NAIT is managing this. This continues to be a situation requiring attention, however having those with accumulated vacation take their time off continues to be a high priority for NAIT.

**8.2 Policy Reviews – Andy Neigel with John O'Keefe**

**8.2.1 GE 2.0 Code of Ethics and Conduct**

This item was tabled until the next Board Meeting.

**8.3 2023/2024 Annual Report – Kris Mauthe with Arden Kobewka and Danielle Brown**

Danielle Brown and Arden Kobewka presented this years annual report. Advanced education has made several changes to the required report format, making it shorter and spreadsheet based. The result is much different from previous glossy annual reports and is now being considered a compliance exercise. The report will be posted online once complete. NAIT is engaging in other ways to deliver messages on NAIT success stories to our audience.

**Moved by Kris Mauthe that the Board of Governors of the Northern Alberta Institute of Technology approve NAIT's Annual Report for the Ministry of Advanced Education for the fiscal period ended March 31, 2024, with such non-substantive changes that management of NAIT considers necessary or advisable.**

**Seconded and Carried**

**8.4 Q1 Financials and Forecast – Kris Mauthe with Arden Kobewka**

Arden shared the Q1 results comparative to last year's results, along with current expected surplus due to higher-than-expected international enrolments, particularly from spring 2024. He explained the need to continue focusing on investing the surplus into one-time initiatives, which will create efficiencies allowing NAIT to weather future disruptions. He explained the current revenue diversification and noted the total FLE expenses have dropped as NAIT has been able to lower the cost per student allowing a better return on investment in instructional delivery.

**8.5 Advanced Skills Centre – Don Cameron with Shawn McMillan, Peter Leclaire**

The Committee continues to embrace the transformational design of the ASC while ensuring the needs of the future are continuing to be met. Conversations continue regarding succession in leadership throughout the project.

**8.5.1 Public Affairs – Gail Kelly**

Gail provided a verbal update suggesting ways NAIT and the Board must continue to engage with the community. She reminded the Board NAIT must continue to put the trust in the Government relating to this project allowing them to see the impact NAIT is creating for them and the province. It is important the Government hears from industry; these conversations are already happening. The Board has requested key messages they can draw upon when having these conversations with their industry partners.

**8.5.2 Steering Committee Update – Peter Leclaire, Shawn McMillan and JF Bouffard**

**9 NEXT BOARD MEETING**

The next Board Meeting will be Tuesday December 3rd, at 4:00 pm to be held in the Governor's Boardroom, T811, unless otherwise notified.

**10 IN-CAMERA SESSION WITH BOARD OF GOVERNORS**

Moved by Marina Bruno that the Board move to an in-camera session.

**Declaration of Conflict of Interest for Board Members for in-camera items**

- 10.1 Bargaining update
- 10.2 President Contract update

Moved by Andy Neigel that the Board exit the in-camera session.

**11 ADJOURNMENT**

Moved by Kris Mauthe that the Board of Governors meeting be adjourned at 8:36.

---

**APPENDICES:**

**Appendix A – Methods X - High throughput application of ASTM D8332: Detailed prototype design and operating conditions for microplastic sampling of riverine systems**

**Appendix B – Edmonton Journal - NAIT tacks on three schools in academic restructure, adds two new deans**

Board of Governors Meeting Sept 24, 2024

Appendix C – GE 2.0 Code of Ethics and Conduct Policy

*Laura Jo Gunter*

Laura Jo Gunter (Dec 18, 2024 18:57 MST)

President & CEO

*Yashraj Jivraj*

Yashraj Jivraj (Dec 19, 2024 10:48 MST)

Board Chair